



SANDRA SHEWRY  
*Director*

State of California—Health and Human Services Agency  
Department of Health Care Services



ARNOLD SCHWARZENEGGER  
*Governor*

December 19, 2007

Dear Interested Party,

### **Notice to Prospective Proposers**

Prospective Proposers are invited to review and respond to Request for Proposal (RFP) Number 08-85020 entitled, "External Quality Review Organization (EQRO) Project 2007". When preparing and submitting a proposal, compliance with the instructions found herein is imperative.

Prospective Proposers can view and download the EQRO RFP from the following internet site: [www.dhs.ca.gov/omcp](http://www.dhs.ca.gov/omcp). If any prospective Proposer is unable to obtain the RFP via the Internet, please contact the Office of Medi-Cal Procurement (OMCP) at (916) 552-8006 or e-mail OMCP at [omcprfp3@dhcs.ca.gov](mailto:omcprfp3@dhcs.ca.gov) to request a CD or hard copy version.

All agreements entered into with the State of California will include, by reference, General Terms and Conditions (GTC) and Contractor Certification Clauses (CCC) that may be viewed and downloaded at this Internet site: <http://www.ols.dgs.ca.gov/Standard+Language/default.htm>. If any prospective Proposer lacks Internet access, a hard copy can be obtained by contacting the person signing this letter.

If a discrepancy occurs between the information in the advertisement appearing in the California State Contracts Register and the information herein, the information in this notice and in the attached RFP shall take precedence.

#### **I. Proposal Submission Deadline**

Regardless of postmark or method of delivery, the Department of Health Care Services' Office of Medi-Cal Procurement must receive proposal packages no later than **4:00 p.m. on February 13, 2008**. Refer to the attached RFP for detailed submission requirements.

#### **II. "Voluntary" Non-Binding Letter of Intent & Mandatory Request for Inclusion on Mailing List Form**

In this procurement, prospective Proposers are asked to voluntarily submit a non-binding Letter of Intent. Additionally, prospective Proposers are asked to submit a Request for Inclusion on Mailing List Form. See the attached RFP for detailed Letter of Intent and Request for Inclusion on Mailing List Form submission instructions.

#### **III. Disabled Veteran Business Enterprise (DVBE) Participation Requirements**

California Law requires Disabled Veteran Business Enterprise (DVBE) participation and/or performance of a good faith effort (GFE) to meet these requirements. DHCS policies require DVBE participation on all contracts exceeding \$10,000. Prospective Proposers may need four

weeks or more to complete this process; therefore it is advisable to begin this process promptly. Out-of-state firms must comply with California's DVBE participation requirements.

#### **IV. Funding Limit**

Funding for these services may be limited to the following amounts:

- A. \$2,600,000 for the budget period of 7/01/08 through 6/30/09.
- B. \$2,600,000 for the budget period of 7/01/09 through 6/30/10.
- C. \$2,600,000 for the budget period of 7/01/10 through 6/30/11.
- D. \$7,800,000 for the entire contract term.

#### **Limitation of State Liability**

Payment for performance under the resulting contract may be dependent upon the availability of future appropriations by the State Legislature or Congress for the purposes of the resulting contract. No legal liability on the part of the State for any payment may arise under the resulting contract until funds are made available through an annual appropriation and the Contractor is notified accordingly. If a contract is executed before ascertaining available funding and funding does not become available, DHCS will cancel the contract.

#### **Funding Reduction in Subsequent Budget Years**

If a contract is executed and full funding does not become available for the second or a subsequent state fiscal year, DHCS will either cancel the contract or amend it to reflect reduced funding and reduced activities. Continuation of services beyond the first state fiscal year is also subject to the Contractor's successful performance. Without prior DHCS authorization, contractors may not expend funds set aside for one budget period in a subsequent budget period.

#### **V. Proposer Questions**

In the opinion of DHCS this Request for Proposal is complete and without need of explanation. However, if questions arise or there is a need to obtain clarifying information, put all inquiries in writing and mail or fax them to DHCS according to the instructions in the RFP section entitled, "Proposer Questions".

Thank you for your interest in our Department's service needs.

Sincerely,

Original signed by *Donna Martinez*

Donna Martinez, Chief  
Office of Medi-Cal Procurement